Doing Business with DCF

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Doing Business with DCF

Part One: Using VendorNet to Access Opportunities

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Overview

The purpose of this presentation is to:

•Provide a background and context for state government purchasing.

•Describe VendorNet and the process for accessing information.

•Explain how to use VendorNet to search for contract opportunities.

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Outcomes

As a result of this presentation you should be able to:

• Understand the procurement process and rules at a very general level.

• Know how to register as a vendor on VendorNet.

• Know how to select appropriate codes to ensure relevant notices are sent to you.

• Know how to find solicitations on VendorNet.

• Know where to go for additional information.

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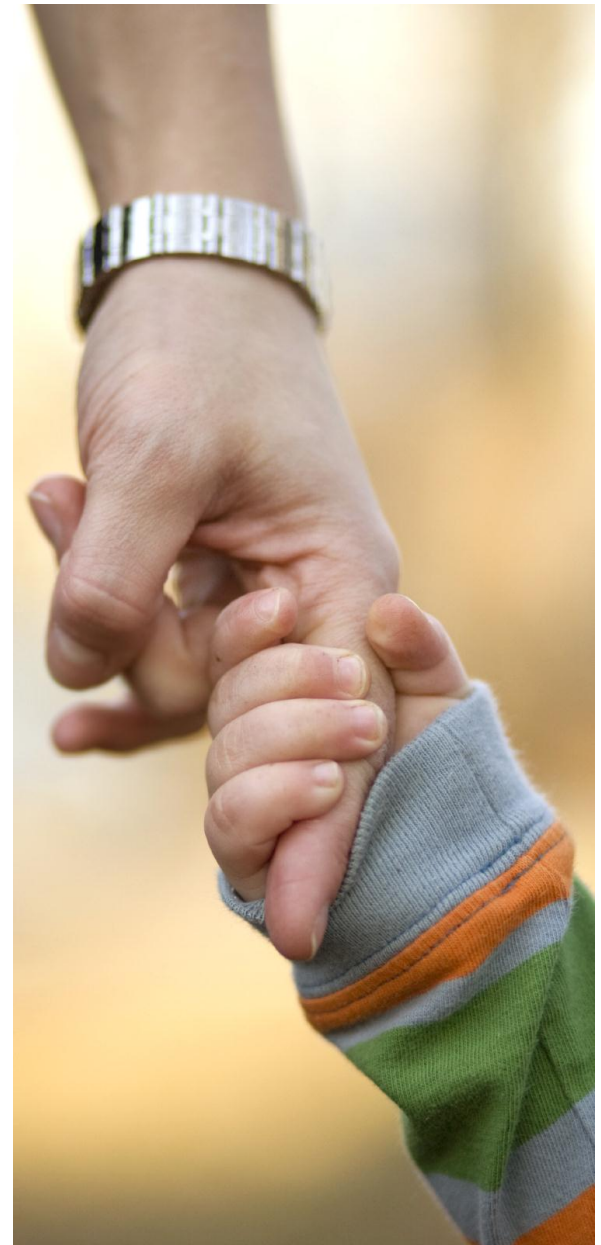
Background and Context: Procurement

What is DCF buying?

- Professional services including:
    - Social/human services
        - Child and youth services
        - Family services
        - Child abuse prevention
        - Job training and employment
    - IT services
    - Training
    - Marketing
    - Translation
- Commodities and equipment including:
    - IT equipment
   - Office supplies/furniture
    - Printing
- DCF contracts with vendors to provide more than $40,000,000 in services each year.

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Background and Context: Procurement

Who sets the rules for purchasing?

- State procurement is governed by [State Statutes](#).

- The Department of Administration develops the [State Procurement Manual](#) as the policy for all agencies to use.

- State law requires agencies use the competitive bidding process whenever possible to:
  - Promote open and fair competition
  - Allow the state to pay the best price for appropriate goods and services
  - Allows all qualified vendors to compete

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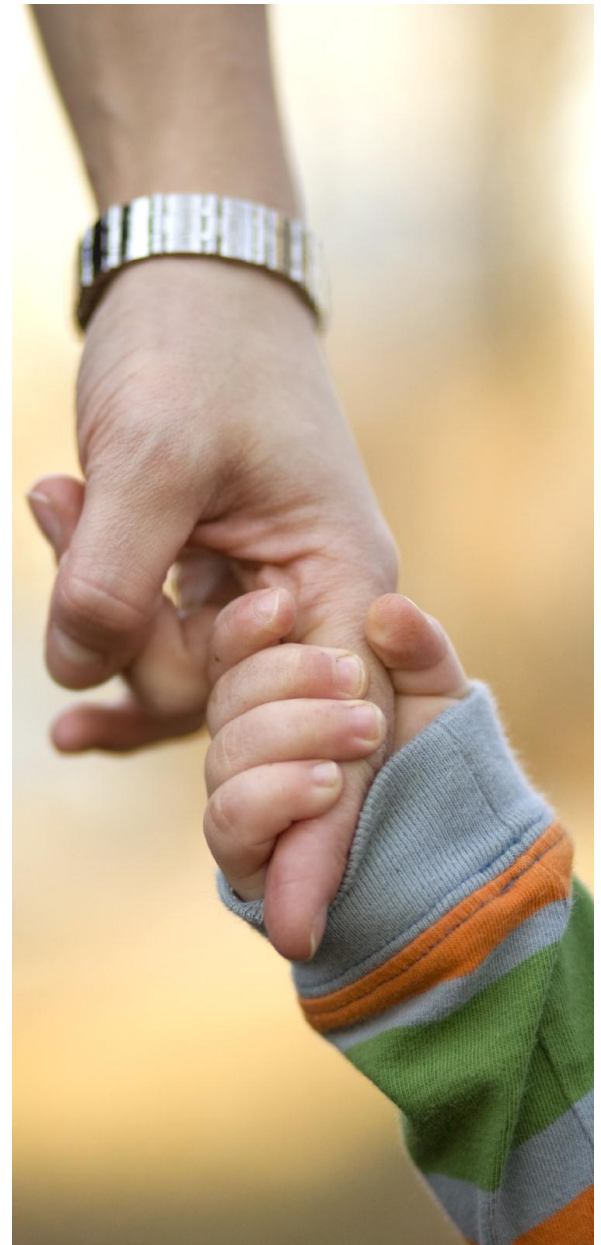
Background and Context: Procurement

What is the process for state purchasing?

- For purchases of $5,000 or less, the agency determines the vendor best able to supply item or service at a reasonable price (referred to as Best Judgment).

- Purchases between $5,000 and $50,000 require use of the simplified bidding process.
  - Agency must contact at least three vendors and obtain prices by phone, fax, e-mail, etc.
  - Agency awards to lowest price vendor able to meet all requirements.

- Purchases over $50,000 require use of an official sealed bid/proposal process.

Background and Context: Procurement
Request for Bid (RFB) process

- Request for Bid (RFB) – State awards contract to the lowest responsible bidder who meets all specifications and requirements.

- The lowest responsible bidder has:
  - Financial ability to provide the service or fulfill the contract.
  - Skill, judgment, experience and resources to fulfill the contract.
  - Demonstrated ability to satisfactorily perform the work.
  - Demonstrated ability to comply in situation where the award is contingent on special considerations subject to nature of the contract.

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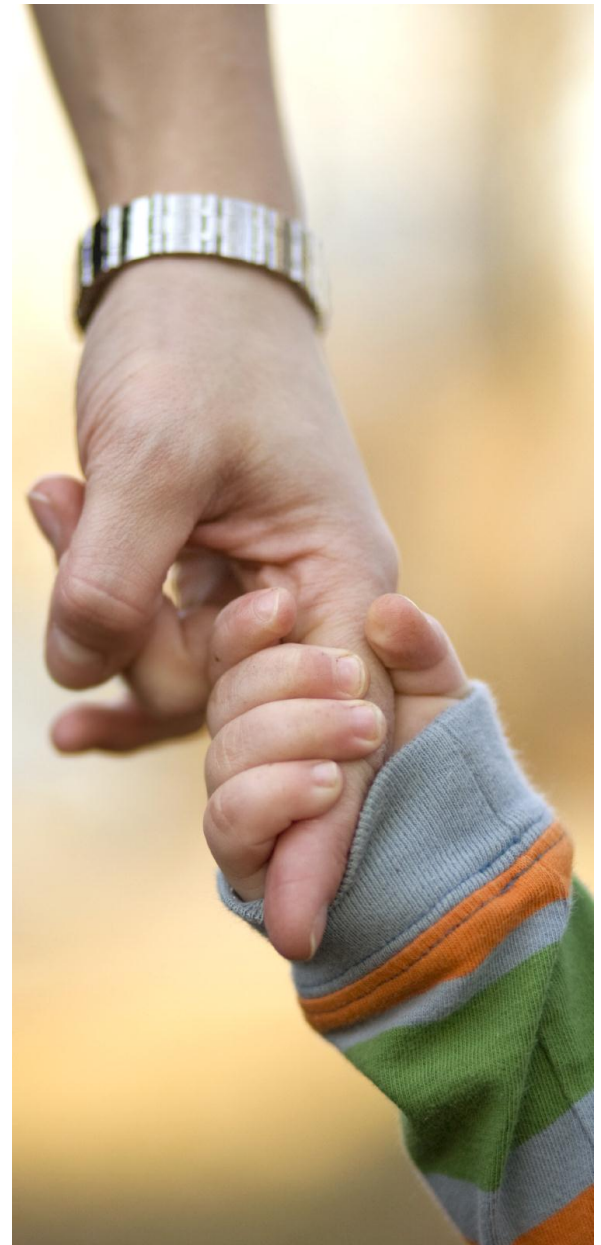
Background and Context: Procurement
Request for Proposal (RFP) process

- Request for Proposal (RFP) – Evaluation committee reviews the proposals and scores each according to the criteria stated in the RFP.

- RFP process can include additional steps such as:
  - Interviews/presentations
  - Demonstrations
  - Best and Final Offers

- Additional information for completing a bid or proposal will be covered in Part Two: How to Respond to a RFP.

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VendorNet
What is VendorNet?

• VendorNet is Wisconsin's electronic purchasing information system.

• State and local government agencies post bid opportunities as well as resulting contracts.

• Registered vendors can use the system to access bid opportunities.

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VendorNet
Registration Process

• Registration is free. To register vendors must provide:

- FEIN
- Company Name
- Address
- Contact Information

• **Note:** At the end of registration, you must print and fax the **"Registration Successful"** page to complete the process.

VendorNet
NIGP Codes

- Agencies post bid/proposals using applicable National Institute of Governmental Purchasing (NIGP) codes.

- Annual registration gives you **automatic notification** of agency procurements over $50,000 in your area of interest.

- You define area of interest by selecting appropriate codes for your business.

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VendorNet
NIGP Codes

- Select multiple codes to ensure inclusion on all applicable notices.

- Many of DCF procurements are for services which start with a "9"

- View a list of most commonly used NIGP codes for DCF at:

http://dcf.wisconsin.gov/business/xls/commodity_codes.xls - spreadsheet

- Use the commodity code/NIGP code cross reference to assist you.
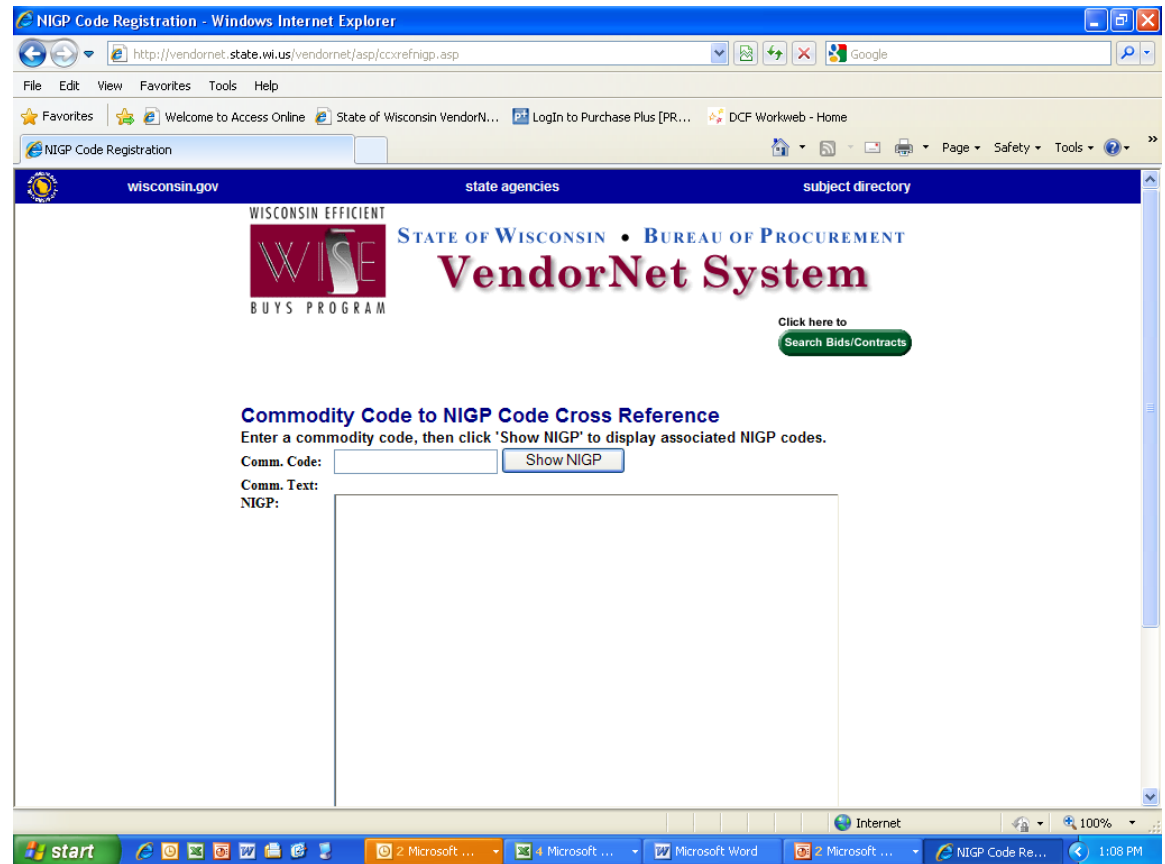
VendorNet
How to Navigate the Site

•From the homepage, http://vendornet.state.wi.us you can access 6 main topics:

- •What is VendorNet?
  - • General information
- •Login
  - • User name and password
- •General Procurement Info.
  - • Links to all policies, forms, existing contracts, etc.
- •Registration Information
  - • Register
- •System Requirements
  - • Hardware for optimal use
- •VendorNet Information Center
  - • Hours, phone and e-mail address for VendorNet Help Center

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VendorNet
How to Navigate the Site

•You must be registered and logged in before you can search any bid/proposal opportunities.

•Without a login, you can search DCF bid opportunities using the Public Notices Website.

> •**Note:** You can't look at all DCF opportunities at once. You have to search for them individually using keywords.
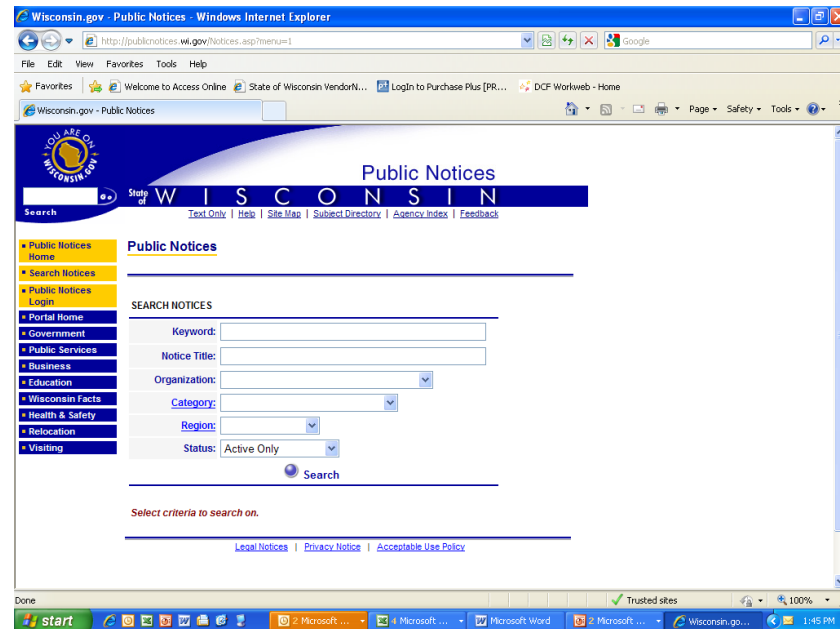
VendorNet
How to Search for Bids/Proposals

•You can search VendorNet by keyword, bid number, NIGP code, posted date, due date or by agency.

•You can perform the same search for simplified bids.

VendorNet
Sample Bid Announcement

• A bid announcement contains the following information:

- •Title
- •Date Available
- •Due date and time
- •Contact information
- •Synopsis
- •Commodity codes
- •Attached documents
  - • RFB/RFP
  - • Addendums
- •Revision History

Resources
Help/Information

•VendorNet Help Desk at 1-800-482-7813 or vendrhlp@doa.state.wi.us.

•Go to Help at the bottom of the home page for more information on:
- •How to register
- •System requirements
- •How to perform searches

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Questions?